CareersOnline: Posting an Arts Internship Position

1. Log in to CareersOnline: https://ubc-csm.symplicity.com/employers/
2. Please create an account if you don’t already have one.
3. On your Home tab, click on “Post a Job” under the Shortcuts heading on the right hand side.
4. In the “Job Type” box, select **UBC Arts Internship Program**. The help text will change to purple – this indicates that it’s an Arts Internship form.

**Job Information**

**Copy an Existing Job:** From the pull down menu, you can copy a job you have previously posted. Archived jobs (posted more than 6 months ago) can be copied by clicking the “Show Archived” button. Please review and edit your job before reposting.

**Organization Type**: 

**Job Type**:  
- Full Time (30 hrs/wk or more)  
- Part Time (29 hrs/wk or less)  
- Volunteer  
- UBC Vancouver Work Learn Program  
- UBC Arts Internship Program  
- Co-op – KIN Vancouver Campus (30 hrs/wk or more)

5. Complete all fields on the form. The Job Description, Qualifications, and Student Learning Components fields are particularly important.

6. Click “Submit”.